

Job Title: Youth Ministry Coordinator
Church: Trinity United Methodist Church
Location: Seattle, WA
Time Commitment: Half-time (20 hours/week)
Reports To: Lead Pastor

About Trinity UMC (TUMC)

Trinity United Methodist Church is a welcoming, inclusive, and justice-seeking faith community committed to following Jesus' way of love. Our church celebrates children in all their joyous, noisy, energetic, curious, glory.

This means at this church:

- Children and youth will be present and welcome in worship. They will dance and climb, cry and sing, without judgment and with appreciation.
- Questions are an important part of growth and all are welcome.
- We will provide a community with safe adults and safe places to play and explore.
- Children and youth are full persons and meant to be seen, heard, and loved. They are an essential part of our community.

Position Summary

The Youth Ministry Coordinator is an enthusiastic and progressive Christian with a passion for working with kids. They will develop and lead engaging, age-appropriate ministries that support the spiritual formation of children (birth through 5th grade), youth (6th grade and beyond) and their families. This position emphasizes inclusion, creativity, and partnership with the children's guardians, and the broader church community. This is a 20 hour per week position that includes evening and weekend responsibilities, and will be paid \$30 per hour.

This position reports to the TUMC pastor.

Key Responsibilities

- Plan and lead a weekly Sunday School Program including curriculum development/adaptation, volunteer recruitment and training, and supply inventory management
- Coordinate special events for children, youth, and families in the congregation and the Crown Hill/Ballard community (e.g. Advent activities, Easter celebration, summer events, and regular parents' night out programming)
- Create a welcoming, inclusive environment that honors diverse family structures, neurodiversity, gender identity, and cultural backgrounds
- Advocate for children and youth within the congregation
- Be present in the life of the church as time allows
- Ensure that the Safe Sanctuary policy is publicized and implemented including attending training
- Support and equip volunteers for children's ministry, including background checks and Safe Sanctuaries compliance

- Maintain regular communication with families through newsletters and check-ins
- Manage the administrative aspects of the Children, Youth and Family Ministry, such as budget, records, permission slips, etc.
- Act as TUMC's primary contact for the North End Cooperative Youth Group
- Attend TUMC committee meetings as needed

Preferred Qualifications

- Passion for progressive Christian faith and children's spiritual development
- Experience or education in children's ministry, education, or related field
- Strong organizational and communication skills
- Ability to work collaboratively with staff and volunteers
- Familiarity with progressive United Methodist theology and Safe Sanctuaries practices (or willingness to learn)

Requirements:

Each staff member at Trinity United Methodist Church is required to:

- Pass a background check
- Study, sign, and comply with TUMC's "Safe Sanctuary Policy"
- Provide references attesting to the knowledge, skills, and abilities described above
- Participate in an annual performance review

Compensation and Schedule

- This is a Half-time position(20 hours/week).
 - 3 hours each Sunday
 - 17 hours flexible, program depending
- Compensation is \$30 per hour.
- Opportunities for professional development may be available.

To Apply

Please send a resume, cover letter, and two references to our Office Manager at office@tumseattle.org. Applications will be reviewed on a rolling basis until the position is filled.